

Syllabus

Course Information

- Semester and Year: Fall 2026
- Course Title: College Algebra Prep
- Course Prefix and Number: MAT114
- Section Number: 18477
- Credit Hours: 4
- Start Date: Aug 24
- End Date: Oct 16
- Class Format: Online

Instructor Information

- Instructor: Daniel J. Nearing
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- Phone: 480-423-6104
- Office Location: CM431
- Office Hours: by appointment

Course Description

Maricopa Community College District Official Course Description

Proper use of function notation, average rate of change of functions, and evaluating arithmetic and algebraic expressions. Analysis of linear and quadratic equations, and their applications; graphs of linear and quadratic functions; operations on polynomial expressions.

Prerequisites and/or Corequisites

- No prerequisites or corequisites required

Course Competencies

1. Perform operations to evaluate expressions that include integers, fractions, decimals, exponents, and radicals, including the order of operations.
2. Evaluate arithmetic and algebraic expressions.
3. Simplify expressions involving integer and rational exponents.
4. Perform operations on polynomial expressions.
5. Write polynomials in factored form.
6. Graph and determine domain, range, and other key characteristics of functions, including linear and quadratic functions.
7. Demonstrate the proper use of function notation.
8. Determine and interpret the average rate of change of linear and quadratic functions.
9. Solve linear and quadratic equations (including those with complex solutions) using multiple methods and represent solutions exactly and approximately.
10. Solve linear inequalities in one variable and represent solutions graphically, algebraically, and in interval notation.
11. Model, analyze and interpret real-world problems using linear and quadratic functions.
12. Given sufficient information or data, write a linear equation.
13. Solve systems of linear equations in two variables.

General Education & Institutional Learning Outcomes

General Education provides foundational learning experiences that contribute to academic and career success. It is reflected in [Scottsdale Community College's Institutional Learning Outcomes](#): Arts & Humanities Awareness, Career Readiness, Critical Thinking and Problem Solving, Effective Communication, Information Literacy, and Social Responsibility.

This course emphasizes the development of critical thinking and problem-solving skills. Students will demonstrate these skills by meeting the following institutional learning outcomes:

- 3.1 Identifies information relevant to the issue or problem.
- 3.2 Explains graphical information.
- 3.3 Demonstrates understanding of a phenomenon.
- 3.4 Analyzes data using relevant methods.
- 3.5 Solves problems or defends claims using logical or quantitative reasoning.
- 3.6 Synthesizes evidence to support a conclusion or solve a problem.

Program Learning Outcomes

Credit-bearing courses at Scottsdale Community College can count toward the completion of a degree or certificate program. Each program has Program Learning Outcomes, which are learned assets that students can claim to have acquired by completing their academic or occupational program at SCC. Program Learning Outcomes can be found on the [Degrees and Certificates page](#) of the SCC Website. For each degree, look under “What You’ll Learn.”

This course is a General Education course that is foundational to many degree programs. This course fulfills a mathematics requirement for some programs, but not others. Please consult your specific degree or certificate program on the Degrees and Certificates page of the SCC website to ensure this course counts in your academic plan.

Texts and Course Materials

Student Workbook: Foundations for College Algebra, 1st Edition (ISBN 978-1-63434-927-7)
OPTION 1: Download for free from MOER and print pages as needed.

OPTION 2: Purchase a printed copy from the SCC Bookstore (around \$23)

[Visit the SCC Bookstore](#)

NOTE: Canvas will not be used for this class.

Course Policies

The following are policies specific to this course. Students are also responsible for the college policies included on the [Student Regulations](#) page of the Maricopa Community College District website.

This is a 8-week, 4-credit-hour online class. Thus, students should expect to spend an average of 23 hours each week working on the required online assignments that are part of this course.

Computer Access and Email

You will need regular access to a computer (with Internet access) in order to complete the online assignments that are part of this course.

You are responsible for completing all assignments on time regardless of any computer or internet issues that may occur.

You will need a working email address that you CHECK REGULARLY. I do send regular class announcements and information via the email you use to create your MOER account. It is your responsibility to provide a valid email address that you keep up with so that you can receive notifications of class announcements.

Class Drop

If you realize right away that this class is not for you, you will need to drop the class as soon as possible in order to receive a full refund. Check the College Catalog for these important dates. You are responsible for dropping within the window to obtain a refund if you decide that is what you want to do.

General Conduct

- Students are expected to conduct themselves in a responsible, mature, and academically honest manner. Be honest in everything you do. Do not present someone else's work as your own.
- Any student caught cheating on an assignment/exam will receive a grade of zero for that assignment/exam and is subject to disciplinary action in accordance with SCC policies. This may include withdrawal from the class.

Late Passes

If you miss a unit test deadline, you can apply a Late Pass to complete the assignment for full credit. Each Late Pass will extend the due date by one day. Multiple late passes can be applied if more time is needed. (65,535 Late Passes available during the semester)

There are no penalties for problems/assignments completed while using a late pass. Late Passes may not be used after the end date of the course. The midterm exam and final exam must be taken by the deadline that is posted in MOER.

Attendance Policy

This is not a self-paced class. You can work ahead, but do not fall behind! You have assignments and due dates and must make regular and consistent progress on course work and assignments. Students that stop participating and fail to respond to instructor MOER communication will be withdrawn from the class.

If you meet or exceed the limits listed below, then you may be withdrawn from the class and not receive a letter grade (A–F).

Students who have not created their MOER account and completed all Orientation Modules and the syllabus quiz by 11:59PM on the course start date may be dropped from the class.

Students who do not complete the Unit 1 Online Test by the due date may be dropped from the class.

Students who do not log in to MOER and make progress on the assignments for a 7-day period may be withdrawn from the class (unless the current assignments have been completed early).

Cheating on any assignment or exam may result in withdrawal from the course.

Students who do not make other arrangements in advance and do not take an exam at the scheduled time may earn a withdrawal from the course.

If you go 7 consecutive days without attending this course, I am required by law to withdraw you. Since this course is online, the following is a list of activities that constitute online class "academic attendance" and "attendance at an academically-related activity" for purposes of determining the last day of attendance according to 34CFR668.22(l)(7)(i):

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an exam, an interactive tutorial, or computer-assisted instruction;
- Attending a study group that is assigned by the institution;
- Participating in an online discussion about academic matters; and
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course

Instructional Contact Hours and Minimum Course Expectations

Instructional contact hours are the weekly time students spend directly learning with their instructor or course activities. These activities include, but are not limited to, lectures, discussions, labs, group work, and viewing recordings. Instructional contact hours vary by course; refer to the [MCCCD course bank](#) for your course's details.

Minimum course expectations include the number of hours students are expected to spend outside of class (weekly) completing coursework. Students are encouraged to use the [Time Management Calculator](#) to help estimate their weekly time commitment for classes.

Course Technologies

View the [Accessibility Statements & Privacy Policies](#) of the technologies used in this course. The [SCC Help Desk](#) provides students with a primary point of contact within SCC for college-supported technology services and technical assistance.

Maricopa Systems

This course uses key Maricopa systems for course management and communication.

- Student Maricopa Gmail Account
- Maricopa Open Educational Resource Learning System (MOER)

Synchronous Communication Tools

- Webex

Streaming Media/Audio/Video Tools

- This course uses YouTube

Student Assignment Tools

- TI-83 or TI-84 Graphing Calculator - A Graphing calculator is required for this course. Videos in the course that use a calculator always use a TI-83 or TI-84 calculator so either is highly recommended.
- Textbook - Links to download/print/view are available in the course.
- View the Accessibility Statements & Privacy Policies of technologies used in this course.

Technical Requirements

Students are responsible for meeting these technical requirements in order to begin this class:

- An email address that you check regularly (use this when you set up your MOER account)
- Reliable, high-speed Internet connection
- Webcam (internal or external) and microphone (only if the student needs to take an exam online or meet with the instructor)
- Headphones or working speakers connected to the computer (only if the student needs to take an exam online or meet with the instructor)

Proctored Exams and Exam Proctoring Tools

- Two Proctored Exams will be given during the semester. Both exams must be completed in order to earn a grade (A, B, C, D, or F) for this course.
 - Midterm Exam: Units 1 – 6
 - Final Exam: Covers all course material, with emphasis on Units 7 – 12
- There is a required review assignment for each exam.
- You may use your graphing calculator on all exams.
 - Calculators that perform symbolic manipulation will not be permitted during any exam: examples include the TI-89, TI-92, TI-Inspire, HP-48, HP-48G, and Casio 9970. Your cell phone may not be used as a calculator during an exam.
 - Your calculator program memory will be checked prior to each exam and may be cleared if it contains any programs, notes, or formulas related to exam topics.
- You are required to present photo ID in order to take an exam. If you do not have photo ID, you will not be allowed to take the exam. There can be no exceptions to this policy.
- Due dates for these exams are posted in MOER. Due date extensions for exams will only be granted in extreme circumstances and must be approved by the instructor BEFORE the missed exam. DO NOT wait until after the missed exam to contact me. Students who do not make other arrangements in advance and do not complete an exam by the due date may earn a withdrawal from the course.
- Make-up Policy: To take an exam late, a student must have extenuating circumstances and must contact me by the day of the exam! I count all missed exams as a 0%. It would then be very unlikely for the student to pass

A Google Form will be shared with you within the first few weeks of the course where you will let me know which ONE of the 3 options you will use to take the two proctored exams (midterm and final). If none of the options work for you, there is also a choice on the form to let me know that as well.

Option 1: Instructor-Proctored Exam (Recommended and FREE)

Exams will be given in person on the SCC campus. Dates will be posted in MOER. Bring your calculator, pencils, erasers, and photo ID with you when you come to take these Exams. You will need to know your MEID (not your student ID), and password to be able to log in to school computers. This is the same password as you use to log into your school Gmail account.

Option 2: SCC Testing Center (FREE)

If you are unable to take an exam at these scheduled times on the SCC campus, you can take the exam in person at the SCC Testing Center on or before the due

date. The SCC Testing Center is free and by appointment only (no walk-ins). Contact instructor for more information. Bring your calculator, pencils, erasers, and photo ID with you when you come to take these Exams. Arrangements for the Testing Center must be made by the instructor at least one week in advance of the scheduled exam. Here is a link to the SCC Testing Center Website for more information. You will need to know your MEID (not your student ID), and password to be able to log in to school computers. This is the same password as you use to log into your school Gmail account.

Option 3: Online via MonitorEDU (Fees apply)

MonitorEDU

Some exams in this course will have the option to be proctored using MonitorEDU, a remote proctoring service adopted by Scottsdale Community College (SCC) for online courses. This service allows you to take a supervised exam on demand. During a proctored exam, you will be monitored via your webcam, microphone, screen-sharing, and a secondary device (such as a smartphone) to ensure academic integrity. Please be aware that:

- MonitorEDU is a fee-based service
- You must meet the general and device requirements to use the service
- You will be required to scan your workspace before each testing session

Review the [MonitorEDU Student Instructions](#) before your exam to set up your devices and understand the process. Following these guidelines will help ensure a smooth and successful testing experience.

Respondus LockDown Browser

Respondus LockDown Browser secures online exams by locking down the testing environment within Canvas. LockDown Browser prevents access to other applications and many common functions on a computer while an assessment is active. Some of the exams in this course require the use of this software. A LockDown Browser download link will be provided within the Canvas course. For further information, see the [Student Resources](#) page provided. For your reference, read the [System Requirements for LockDown Browser](#) and [LockDown Browser Terms of Use](#).

Accommodations for Online Proctoring

If you have approved DRS accommodations, they still apply during online proctored exams (e.g., ProctorU or MonitorEdu). Some setups may need advanced coordination, so please contact your instructor as soon as possible to ensure everything is in place.

Generative Artificial Intelligence (AI) Policy

The World Economic Forum defines generative AI as “a category of artificial intelligence (AI) algorithms that generate new outputs based on the data they have been trained on. Unlike traditional AI systems that are designed to recognize patterns and make predictions, generative AI creates new content in the form of images, text, audio, and more.”

Some examples of generative AI tools include but are not limited to: ChatGPT, Google Gemini, Microsoft Copilot, Stable Diffusion, GrammarlyGo, and Adobe Firefly.

No Generative Artificial Intelligence (AI) Allowed

In this class, all work submitted must be your own. The use of generative AI tools will be considered academic misconduct (see Administrative Regulation 2.3.11 1.B(b)) and will be treated as such. If you are unsure if the tool or website you are using is a generative AI tool, please contact the instructor for further clarification before using the tool or website.

Grading Standards and Practices

Grade Scale

Table 1 Course Grading Scale

Letter Grade	Points Range
A	91 – 100%
B	81– 90.99%
C	71 – 80.99%
D	61 – 70.99%
F	0 – 60.99%

Assignments

Table 2 List of Assignments

Assignment Name	Percent of Grade
Online Assignments	40%
Midterm Exam and Final Exam	60%

Final grades are calculated using the scale above. Final grades are non-negotiable. It is unethical to reach out at the end of the semester and request "a few extra points" or discuss the consequences of not earning the grade you want in the class. Messages of this nature will not receive a response.

Grade of Incomplete

The grade of I is exceptional and given only to students whose completed coursework has been qualitatively satisfactory but who have been unable to complete all course requirements because of illness or other circumstances beyond their control. The grade of I may be considered only for students who have completed at least 85 percent of the total coursework requirements with a grade of C or better. The student must request an I before the end of the semester. The faculty member retains the right to make the final decision on granting a student's request for an I, even though the student may meet the eligibility requirements for this grade. If the request is approved, the faculty member will determine a deadline for which work must be completed, and the grade the student will receive if the work is not completed on time.

Student/Instructor Interaction

In this course, you can expect regular and substantive interaction (RSI) that aligns with Scottsdale Community College's mission to provide challenging and supportive learning experiences and the US Department of Education's requirement for regular and substantive interaction (RSI) for online courses. My commitment to your success includes the following:

- Being available during office hour appointments as stated in the syllabus.
- Sharing weekly information about the course materials, including key information, explanations, examples, and resources via in-person, recorded, and/or text-based lectures.
- Providing group or individual feedback regularly on assignments.
- Promptly responding to student questions about the course sent via email, MOER messaging, or the Canvas inbox.
- Regularly posting announcements about the course content and activities.
- Monitor your academic progress and communicate concerns, as needed.

Response Time

Students can expect a response time of 24 hours (usually much less) for the instructor to respond to messages sent via the MOER messaging system. Students can expect assignments to be graded within one week of the assignment's due date. If an assignment is not graded within a week, send a message to the instructor and it will be graded within 24 hours of sending that message. This only applies during the dates when the course is active. Please note the end date of the course where the course ends and final grades are not negotiable.

Tutoring

SCC's tutors are available online to help with your courses. You may work with an SCC tutor remotely using Google Meet, your phone, or email. Visit the [Tutoring & Learning Centers](#) page for detailed information on the five learning centers' hours and procedures.

If you need to work with a tutor outside regular hours, online and hybrid students now have access to a 24/7 online tutoring service called Brainfuse. To access Brainfuse and begin working with a tutor, visit the [SCC Online Tutoring Services Through Brainfuse](#) page.

MCCCD Policies

MCCCD is committed to providing a safe, fair, and accessible environment for all students. This includes laws such as the ADA and Title IX, which protect against discrimination. These statements explain your rights, available support, and where to go for help or more information. Please review the following policies:

Classroom Accommodations for Students with Disabilities

In accordance with the Americans with Disabilities Act (ADA), the Maricopa County Community College District (MCCCD) and its associated colleges are committed to providing equitable access to learning opportunities to students with documented disabilities (e.g. physical, sensory, neurological, chronic illness, mental health, learning disabilities, or other health concerns). If you require accommodations for this course, please contact [Disability Resources and Services](#) (DRS) at your college.

Contact with [DRS](#) should be made as soon as possible to ensure academic needs are met in a reasonable time. Additional information can be found in the [Non-Discrimination Statement](#) and [MCCCD Non-Discrimination Policies](#).

[Addressing Incidents of Title IX Sexual Harassment](#)

Land Acknowledgment

SCC acknowledges the land on which we are situated today as the traditional land and home of two distinct tribal nations: the Onk Akimel O'odham (Pima) and the Xalychidom Piipaash (Maricopa) people. We take this opportunity to thank the original caretakers of this land. We offer our respect to their Elders and to all O'odham and Piipaash people of the past, present and future.

The information contained in this syllabus is subject to change at any time during the semester by the instructor. Any changes will be announced through the email you use to create your MOER account.

Students are responsible for the information contained in this syllabus, the Syllabus page in the Canvas course, and the College Policies & Student Services page located under SCC Student Resources in the Canvas course navigation menu. The instructor will notify students of any changes to course requirements or policies.